

WHAT YOU SHOULD KNOW ABOUT RESIDENTIAL PARKING PERMITS

Attached is your application for residential parking permits. Incomplete applications cannot be accepted and will be returned for corrections. Permits are not required if vehicles display a disabled placard or plates. All information given is confidential and secured.

PARKING PERMITS AND FEES

There is a maximum limit of one permit for non-resident property owners and qualifying commercial property address during a permit year. The cost of all permits is **\$14.00** if issued prior to **March 1, 2004** and reduced to \$7.00 if issued after **March 1, 2004**. All fees are nonrefundable. Issue one check for total of all permits. **IMPORTANT: Please make check or money order payable to "City Treasurer" (only checks or money orders accepted).**

- **VEHICLE DECAL:** Is a permit that is issued to a specific vehicle and is affixed to rear bumper or outside rear windshield.
- **VISITOR PLACARD:** An optional placard that is displayed on the dashboard of a guest's vehicle is also available and does not require a copy of driver's license information. There is a limit to one per qualifying address and not available to commercial properties. This permit is valid only when displayed within the same block as the address noted on the placard.
- **TEMPORARY PERMIT:** Residents, non-resident property owners, and commercial property tenants may obtain up to two temporary permits for a maximum two week period each time. Each permit is issued to specific vehicle or to the qualifying address at the cost of \$3.50 each.
- **REPLACEMENT PERMIT:** There is a \$7.00 replacement fee for lost, stolen or permits left on vehicles that have been sold.

REQUIRED DOCUMENTATION FOR PERMITS

VALID DRIVER'S LICENSE: Is required even if it does not show qualifying address. If driver's license has been extended, include the DMV certificate of renewal.

CALIFORNIA VEHICLE REGISTRATION: A copy of applicant's valid registration card is required even if it doesn't show qualifying address. Residents whose sole vehicle is registered to another party (i.e., parent or employer) must submit a vehicle affidavit form with the vehicle registration card.

RECENTLY PURCHASED VEHICLES: Can be issued a decal type permit by submitting a copy of "Purchase Agreement/Contract" in place of DMV registration card. Permit is issued to the last four digits of the vehicle identification number when new license plate number is not yet available. Permit is not replaced even after receiving license plates from DMV and will remain valid until end of permit year.

OUT-OF-STATE REGISTERED VEHICLES: Are not eligible for decal permits except when applicant is an **Active Military Personnel** (copy of military ID required), or a student under twenty-three years of age paying out-of-state tuition fees.

PROOF OF RESIDENCY, TENANCY OR PROPERTY OWNERSHIP: Is necessary when your vehicle registration or Driver's License does not reflect the qualifying address. Please provide a copy of the following documents showing applicant's name, qualifying address, and current date.

- A current utility bill (gas and electric, phone, or water bill).
- A property deed or tax bill or closing statement (for recently purchased property or when applicant is a non-resident property owner).
- A valid driver's license.
- A rental/lease agreement may be used by new tenants who have been at qualifying address less than 60 days. Agreement must be dated and show names and signatures of both the landlord and tenant. Sublease not acceptable for this purpose.

PERMIT APPLICATIONS: To obtain permit applications, or any unanswered questions, please call (619) 516-3100. Leave your name, qualifying address, and phone number with your request.

ENFORCEMENT: Is conducted Monday through Friday from 7am to 7pm throughout the entire year except City observed holidays. If you have questions regarding parking citations or parking enforcement, please call (619) 236-7145.